



City of San Antonio

Agenda Memorandum

File Number:19-4824

Agenda Item Number: 5.

Agenda Date: 8/15/2019

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Annual Contract for Emergency Catering Services for EOC (Office of Emergency Management)

SUMMARY:

An Ordinance authorizing a contract with Selrico Services, Inc. to provide emergency catering services for the Office of Emergency Management in an amount not to exceed \$500,000.00. This contract will only be utilized during a State activation of the City's Emergency Operations Center and the associated costs for catering services are 100% reimbursable by the Texas Division of Emergency Management (TDEM).

BACKGROUND INFORMATION:

Submitted for Council consideration and action is a proposal submitted by Selrico Services, Inc. to provide emergency catering services. This contract will provide the Fire Department's Office of Emergency Management Division with nutritious meals for City of San Antonio employees and emergency workers in support of an activation of the City's Emergency Operations Center. The Contractor must provide meal service twenty-four hours a day, seven days a week, including holidays, for the duration of the event. This contract will only be utilized during a State activation of the City's Emergency Operations Center with associated costs of catering services being 100% reimbursable by the Texas Division of Emergency Management (TDEM).

The City issued a Request for Competitive Sealed Proposal (RFCSP) for "Emergency Catering Services for EOC (Office of Emergency Management)" (RFCSP 6100011449) on April 19, 2019, with a submission deadline of May 22, 2019. One proposal response was received and was deemed eligible for evaluation. Selrico Services, Inc. is recommended for contract award based on the City's standard RFCSP evaluation process.

The evaluation committee met on May 29, 2019 to evaluate the one responsive proposal received. The evaluation committee consisted of representatives from the San Antonio Fire Department and San Antonio Parks and Recreation Department. The Finance Department, Purchasing Division, assisted by ensuring compliance with City procurement policies and procedures. The evaluation of the proposal response was based on the firm's experience, background, qualifications; proposed plan; and price schedule.

ISSUE:

The Texas Division of Emergency Management requires that the City of San Antonio have an emergency catering contract in place in case of a State wide declared disaster event. Non-compliance will result in disallowed reimbursement costs for food services which will impact the General Fund.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Selrico Services, Inc. is a small minority firm that received twenty evaluation preference points as they are located within the San Antonio Metropolitan Statistical Area.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the Office of Emergency Management would be required to procure services on an as needed basis which could lead to increased cost, inconsistent service and a delay in reactionary response during emergency events.

FISCAL IMPACT:

This ordinance authorizes a contract with Selrico Services, Inc. to provide emergency catering services in an amount not to exceed \$500,000.00. This contract will only be utilized during a State activation of the City's Emergency Operations Center and the associated catering costs are 100% reimbursable by the Texas Division of Emergency Management (TDEM).

RECOMMENDATION:

Staff recommends approval of this contract with Selrico Services, Inc. to provide emergency catering services for the Office of Emergency Management in an amount not to exceed \$500,000.00.

This contract is procured by means of a RFCSP and a Contracts Disclosure Form is required.